

Job Title:	Procurement Officer
Department:	Finance and Procurement
Location:	Bangladesh (with functional reporting to Muslim Aid UK - Head Office)
Reports to:	Finance and Procurement Coordinator
Line Management Responsibility:	None
Budgetary Responsibility:	None
Child Safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The Procurement Officer is responsible for supporting Muslim Aid with the effective, compliant, and value-for-money procurement of goods, services, and works. The role ensures that procurement activities, contract creation, and contract management are delivered globally in line with Muslim Aid policies, donor requirements, governance standards, and applicable local laws.

Based overseas, the role operates within the Muslim Aid UK control framework and supports procurement operations, policy implementation, and full contract lifecycle management.

Key Accountabilities:

Procurement Operations

1. Process approved Purchase Requests in accordance with procurement policies, thresholds, and the Scheme of Delegation.
2. Undertake sourcing process activities including advertising RFQs, quotations receipts, supplier communication, and initial compliance checks.
3. Prepare Comparative / Competitive Bid Analyses (CBAs) and procurement recommendations for review.
4. Support programme and operational teams in the development, review, and finalisation of procurement documentation, including specifications, Terms of Reference (ToRs), and Scopes of Work (SoWs), ensuring they are complete, compliant, and suitable for inclusion in Requests for Quotation (RFQs) or tender documents.
5. Monitor procurement lead times and escalate delays or risks in line with agreed protocols.

Contract Creation and Management

6. Draft, issue, and manage contracts, framework agreements, and purchase orders using approved templates.

7. Maintain and update contract trackers, ensuring accurate recording of contract values, durations, amendments, and approvals.
8. Monitor contract expiry dates and proactively notify stakeholders of renewal, extension or re-tendering requirements.
9. Draft contract variations and amendments, ensuring proper justification, approvals, and documentation have been provided prior to signature.
10. Maintain a central, organised contract repository with complete audit trails.

Policy and Governance

11. Support the implementation, maintenance, and periodic review of procurement policies, tools, and templates.
12. Ensure procurement practices align with Muslim Aid UK governance requirements and donor rules.
13. Act as the first point of contact for procurement policy/procedure queries escalating complex queries to the coordinator.

Supplier Management and Compliance

14. Coordinate and support departmental sourcing activities by reviewing supplier quotations and competitive bid analyses prepared by requesting departments, ensuring compliance with procurement procedures, value for money principles, and documentation requirements, prior to submission for review and approval by the Finance and Procurement Coordinator or other authorised approvers.
15. Undertake supplier due diligence, vetting, and compliance checks as specified in the procurement policy, escalating supplier performance, ethical, or compliance concerns.

Audit, Risk, and Reporting

16. Maintain complete procurement and contract files in line with organisational retention requirements.
17. Comply with audit requests and action improvement recommendations.
18. Escalate and track procurement risks, conflicts of interest, and/or policy deviations for resolution.
19. Prepare regular procurement and contract status reports in line with reporting requirements and timeframes.

Other

20. To ensure all procurement, contract, and supplier records are accurately maintained, securely stored, and archived in line with Muslim Aid's document management, data protection, and IT policies.
21. To comply with all Muslim Aid policies and procedures, as well as applicable legal, regulatory, donor, and governance requirements, including UK charity governance standards and relevant local laws.
22. To undertake any other duties commensurate with the responsibilities and level of the post, as reasonably required by management.
23. The role may require occasional travel, both domestically within the duty station country and internationally, including travel to Muslim Aid UK Head Office or other country offices.
24. Travel may include short-notice trips to support procurement activities, contract reviews, audits, or capacity-building initiatives.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Finance, Law, or a related field.	Essential	Application
Professional procurement qualification (e.g. CIPS Level 4 or above, or equivalent).	Desirable	Application
Experience & Knowledge:		
Demonstratable experience working in procurement and/or contract management.	Essential	Application and Interview
Experience of supporting procurement processes including RFQs, quotation analysis, and supplier selection.	Essential	Application and Interview
Experience drafting, issuing, and managing contracts, purchase orders, or framework agreements.	Essential	Application and Interview
Experience maintaining procurement and contract records, trackers, and audit trails.	Essential	Application and Interview
Experience working in an NGO, charity, or donor-funded environment.	Desirable	Application and Interview
Experience supporting procurement across multiple locations or country offices.	Desirable	Application and Interview
Experience working with overseas suppliers and international procurement processes.	Desirable	Application and Interview
Skills & Abilities:		
Good interpersonal and communication skills and ability to liaise effectively with people at various levels.	Essential	Application and Interview
Good teamwork skills with the ability to work with different and sometime conflicting agendas.	Essential	Application and Interview
Good organisation, coordination and project management skills.	Essential	Application and Interview
Strong analytical skills with the ability to prepare bid analyses and procurement recommendations.	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid.	Essential	Application and Interview
Ability to adapt to changing deadlines and priorities.	Essential	Application and Interview
Ability to work in and with a diverse team.	Essential	Application and Interview

Ability to work under pressure and on own initiative.	Essential	Application and Interview
Ability to analyse and assess complex situations and develop policies.	Desirable	Application and Interview
Willingness to travel at very short notice.	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee Signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	